

TERMS AND CONDITIONS FOR USE OF THE I.M.P.A.C.

The undersigned, by his/her signature on this document, verifies that he/she has **read and understands** the 'Internal Procedures for the Purchase Card (I.M.P.A.C.) Program' procedures and agrees to abide by those instructions and the following conditions:

- All purchases will be for official use only; no purchase of personal items will be made.
- Responsibility for assuring that purchases are authorized and in accordance with law and regulation will rest with the undersigned. In cases where doubt exists over the legitimacy of a purchase, the undersigned is responsible for seeking advice from the A/OPC prior to the purchase.
- If a Purchase Card is lost or stolen, the undersigned agrees to follow the prescribed reporting instructions without delay.
- The undersigned understands that if the monthly reconciliation and/or supporting documentation are not completed and received within the time frames allowed per the Policy and Procedure, card privileges will be suspended or revoked and the Cardholder may be held personally liable.
- The undersigned will surrender his/her Purchase Card or Approving Authority upon termination of his/her current employment or at any time upon request of the A/OPC.

I have **read and understand** this document and the documents referenced and voluntarily agree to accept responsibility for a U.S. Government Purchase Card for the NCI-Frederick on these terms,

() as Cardholder

() as Card Approving Official

(Program Area)

(Building and Room)

(Typed or Printed Name)

(Signature)

(Date)

(Telephone Number)